

CHESTERFIELD COUNTY PURCHASING DEPARTMENT
CONTRACT PRICING/INFORMATION SHEET

Farmville Excavation Company
T/A Icon Sign & Lighting
416 E. 3rd Street
Farmville, VA 23901

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Terms: Net 30
F.O.B.: Chesterfield
Response: As Required

CONTRACT SUBJECT: Athletic Lighting Services
PRODUCT CODE: 988-54
CONTRACT PERIOD: August 1, 2015 through January 31, 2017
EXTENSION-180 DAYS
CONTRACT NUMBER: 11-0247

INSTRUCTIONS

The using department/schools shall require the contractor to provide a quote that includes an estimated number of hours, the hourly rate as shown below, and any parts that may be required. If there is no blanket order and the quote exceeds \$5,000, the approval to proceed must be authorized by the Purchasing Department.

The contractor shall provide services only after receipt of a written or verbal Chesterfield County Purchase Order containing a purchase order number. Any services provided without a written purchase order or a verbal request containing a purchase order number shall be at the contractor's expense.

The using department/schools shall include the applicable contract number on each purchase requisition/purchase order.

Purchase Orders issued against the contract are limited to goods and services contained in the contract.

Inspection of all goods/services received and approval of the Contractor's invoice is the responsibility of the using departments/schools. The pricing on the invoice must be in accordance with the contract pricing.

PRICING SCHEDULE

DESCRIPTION	UNIT PRICE
LAMP REPLACEMENT	\$55.55/LAMP
LENS REPLACEMENT	\$24.00/LENS
BUCKET TRUCK, 50 FT	\$68.00/HR.
BUCKET TRUCK, 95 FT	\$95.00/HR
AUGER TRUCK	\$68.00/HR
MINI EXCAVATOR, 14,000 LB	\$75.00/HR
COMPACT LOADER, 100 HP	\$85.00/HR
TRENCHER, 10,000 LB	\$75.00/HR
ELECTRICIAN	\$60.00/HR.
HELPER	\$30.00/HR.
SERVICE TRUCK	\$65.00/HR.

Holiday and Overtime Rates

	OVERTIME	HOLIDAY
ELECTRICIAN	\$90.00/HR.	\$120.00/HR.
HELPER	\$45.00/HR.	\$60.00/HR.

Pricing firm during contract period.

PURPOSE

The purpose of this requirements contract is for Athletic Lighting Services (Work) for Chesterfield County and Chesterfield County Public Schools (County) athletic facilities and parks.

RENEWAL OF CONTRACT

Chesterfield County may renew this contract for four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1 and 2 below. Price increases may be negotiated only at the time of extension. Upon a determination by the county to renew this contract for an additional term, written notification will be given to the contractor.

1. If the county elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased by no more than the percentage increase/decrease of the “Other Services” category for labor of the Consumer Price Index for all Urban consumers (CPI-U) for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods the county elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one-year period shall not exceed the contract price(s) of the most recent renewal period increased by no more than the percentage increase/decrease of the “Other Services” category for labor of the Consumer Price Index for all Urban consumers (CPI-U) for the latest twelve months for which statistics are available.

SPECIAL CONDITIONS

Pricing

Lamps and Lens Replacement Rates: The prices for replacement of lamps or lens shall include all labor, materials and equipment necessary for the lamp or lens replacement. **NO ADDITIONAL COST WILL BE ALLOWED.**

Labor Rates: Labor rates will include all overhead, profit, administrative cost, supervision, individual job/project cost estimations, insurance, truck mileage, union pension fund, workman's compensation, unemployment insurance, social security, etc. **NO ADDITIONAL COST WILL BE ALLOWED.**

Miscellaneous Shop Supplies: A per job fee of fifteen (\$15.00) dollars maximum will be allowed for the use of miscellaneous shop supplies that may be used and normally carried on service trucks. Miscellaneous shop supplies may include, but are not limited to: shop towels, wire connectors, glue, solder, small fittings, flux, saw blades, sand paper, sand cloth, hard copper, wire nuts, electrical tape, welding gas, etc.

Materials Purchased: All materials purchased and used by the contractor shall be billed at actual cost to the contractor. Actual cost shall be defined as the exact dollar amount paid to a supplier by the contractor for materials to be used on behalf of the county. No additional markup of any kind shall be allowed on materials. Should the contractor have to depart the job site to obtain parts not on hand, a maximum time of one (1) hour of labor time, for a helper only, will be allowed. Any time taken in excess of one (1) hour or any additional trips for materials taken shall be at the expense of the contractor.

Equipment Rental: The contractor may be required, during the course of the contract, to rent various equipment needed to provide the work. Any equipment rental used by the contractor shall be billed at actual cost to the contractor. Actual cost shall be defined as the exact dollar amount paid by the contractor for rental of equipment to be used on behalf of the county. No additional markup of any kind shall be allowed on equipment rentals.

Overtime: Any overtime is to be approved in advance by appropriate county staff. Regular time will be considered less than 8 hours per day. Overtime rates will not be effective until eight (8) hours per day have been worked.

Billing Time: Billing time shall begin when the contractor arrives on site to begin the work. Billing time shall stop when the contractor leaves the job site. No travel time will be allowed. Should the contractor have to depart the job site to obtain parts not on hand, a maximum time of one (1) hour of labor time, for a helper only, will be allowed. Any time taken in excess of one (1) hour or any additional trips for materials taken shall be at the expense of the contractor.

Work Crew: A work crew shall consist of one (1) electrician and one (1) helper; however, if more than one (1) work crew is required to complete the work, County approval must be obtained prior to the commencement of work and confirming approval must be evident on the work ticket.

Project/Job Estimations

The contractor shall be required to visit proposed job sites and furnish written estimates for completing the work. Any request for quotes or estimates is considered standard overhead and will be at the contractor's expense.

Quotes shall include an estimate of the number of hours and an estimate of the materials required to complete the work.

Verbal/Written Purchase Orders

The contractor shall provide services only after receipt of a written or verbal Chesterfield County Purchase Order containing a purchase order number. Any services provided without a written purchase order or a verbal request containing a purchase order number shall be at the contractor's expense.

Delivery Tickets

The contractor will furnish a priced and itemized ticket for every job. The ticket should include the date, work site and purchase order number and shall be signed by a representative of the requesting department when the work is completed.

Invoicing

Original invoices for services provided will be submitted by the contractor to Chesterfield County **Accounting Department**, P. O. Box 40, Chesterfield, VA 23832. All invoices **shall** include and show the Purchase Order number, the name of the county staff requesting the services, the description of work performed, and all charges, **to include hours and rates and all supplies and/or materials used by the contractor.** Any invoice for payment that does not include hours and hourly rates shall be returned to the contractor.

Invoices that contain charges for any materials purchased by the Contractor on behalf of the County **shall** include copies of the materials/supply house invoice or ticket to the contractor reflecting the exact materials purchased and the exact cost to the contractor. Any invoice received for payment that includes materials purchased by the contractor and does not include appropriate backup documentation will be returned to the contractor for proper documentation.

Contact with Students

As required by Section 22.1-296.1 of the Code of Virginia, Bidders/Offerors who will provide services that will place contractor or contractor's employees in direct contact with students on school property during regular school hours or during school-sponsored activities, shall certify, by signing and submitting their bid or proposal, that none of the individuals who will perform the work under the contract have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

Delivery of Services

The contractor will be required to respond to requests for service within four (4) hours of receipt of the request through phone call or fax. A return call from the contractor acknowledging the request and scheduling (1) a site visit for reviewing and estimating the work or (2) scheduling the work, will be considered an acceptable response.

The county will, during the course of the contract, make emergency requests of the contractor which may require immediate response. Upon receipt of an emergency request for services through phone or fax, the

contractor will be required to have a work crew on site within two (2) hours of receipt of the emergency request. This is due to the sometimes critical nature of work required under such a contract.

Permits

All electrical permits that may be needed shall be the responsibility of the contractor to obtain. The cost of the permit will be added to the contractor's invoice to the county for the work.

Guarantee

All materials and workmanship shall be guaranteed for a period of twelve (12) months after final acceptance of any work by the county and repairs necessary shall be made by the contractor at his expense.

Safety

Contractor shall at all times strictly adhere to all OSHA, UL and other applicable safety standards and mandates in the performance of all services. All employees, and any subcontractors of the contractor shall use hard hats, safety goggles, gloves and all safety clothing or apparatus recommended by OSHA and UL. All materials, supplies, tools and equipment shall be approved by, and comply with all OSHA, UL and any other applicable safety standards and mandates.

The contractor shall supervise and direct all work, using his best skill and attention. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures.

The contractor shall be responsible to the county for the acts and omissions of his employees, any subcontractors and their agents and employees, and other persons performing any of the work under this contract.

The contractor shall, at all times, keep the work site free from accumulation of waste materials or rubbish and will maintain all access roads and walks clear of debris, materials and equipment during the course of the work. All streets, drives, walks, fences, trees, poles, antennae and the like where disturbed, removed or damaged shall be replaced, returned or repaired such that the facility and its appurtenances are left in as good condition after completion of the work as it was before operations began.

Clean Up

The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the Work, he shall remove all his waste materials and rubbish from and about the Project as well as all his tools, construction equipment, machinery and surplus materials.

If there are any questions regarding this contract, please contact Stacy Seay, Senior Contract Officer, at 804-748-1837.